



Our Children, Our Schools, Our Future!

Jurupa Unified School District

BOARD RECORDS SECRETARY

DEFINITION

Under direction to perform moderately difficult secretarial and clerical work; to take and transcribe minutes of various meetings including the possibility of an occasional evening meeting; and to maintain files, records, policies, regulations and procedures for the Board of Education. This position is assigned only to the Superintendent's Office and is differentiated from the position of Secretary in that there is constant contact with materials of a confidential nature related to collective bargaining. The position also involves working directly with files, records, policies, regulations and procedures of the Board of Education.

ESSENTIAL JOB FUNCTIONS

- Acts as secretary, office aide, and receptionist to assigned supervisor.
- Types correspondence, memos, reports, handbooks, bulletins, cards, and forms.
- Schedules appointments, relays information, and accepts messages, information or complaints.
- Screens visitors and telephone calls.
- Answers questions and gives out information correctly and discreetly.
- Composes routine correspondence and reports from oral instructions.
- Posts data and information to cards, forms, files and budgets.
- Maintains files, lists, and catalogs.
- Schedules use of school equipment and facilities.
- Operates standard office equipment.

OTHER JOB FUNCTIONS

- Performs other secretarial duties as may be assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- English, grammar, spelling, filing, and arithmetic.
- Modern office methods, procedures, terms, and equipment.

Ability to:

- Read, understand, and explain technical school policies and material.
- Operate standard office equipment.
- Follow oral and written directions.
- Establish and maintain effective relationships with students, other district employees and the public.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work independently and proactively with little direction.
- Deal effectively with multiple and concurrent job demands.
- Communicate effectively.

BOARD RECORDS SECRETARY

ABILITY TO (continued)

- Operate standard office equipment properly and efficiently.
- Read and comprehend handwritten or typed documents.
- Maintain regular attendance.
- Sit for sustained periods of time.
- Deal with hostile, emotional, or angry persons in an effective manner.

Skills:

Typing: 50 words per minute

Experience:

Two years of general secretarial experience.

Education:

Equivalent to graduation from high school, preferably including or supplemented by courses in typing and office procedures.

Personal Qualities:

Good judgment, pleasant and friendly demeanor, and the ability to work under pressure and with frequent interruptions.

Personnel Services
August 2007

Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.